

Term Length: 1 Year with 2 Term Max, Suggested two years, or as determined by the Board of Directors and Chapter Bylaws

Reports to: Chapter President

Direct Reports: Director of Sponsorships, Fulfillment Chair

Eligibility:

- Indiana Chapter Member in good standing
- Previous service on MPI Board of Directors preferred, optimally within Finance team
- Willing to give the time, energy, talents and enthusiasm required of the position
- Good time management, leadership, and organizational skills.
- Excel / Budgetary required

General Responsibilities:

- Serve as a voting member of the Chapter Board of Directors and Member of the Executive Committee
- Attend Monthly Board Meetings, Chapter Events, and Committee Meetings as scheduled
- Act as leader and counselor to all committees in alignment with Chapter President
- Keep the Board updated on the status of business plan items, board meeting agenda items, and team progress
- Assist in the development and management of overall chapter budget, ensuring the fiscal responsibility of the Chapter and Board of Directors
- Develop and manage Finance Department Business Plan lines and budget
- Provide direction and leadership for the Chapter to maintain / improve financial management and revenue procurement
- Prepare mid-year forecasts that will be presented at the mid-year retreat to aid the chapter in meeting or exceeding budgetary goals
- Gain a comprehensive understanding of how the Leadership Development can assist in securing and developing your committees, along with monthly reporting as requested
- Utilize Google Docs for all Chapter documents/forms
- Support and defend policies and programs adopted by the Board of Directors
- Conduct transition meeting with successor at the end of your term
- Adhere to the guidelines found in MPI's Principals of Professionalism and Chapter's By-Laws and Policies and Procedures.
- Perform other duties that may be delegated by the President and/or Board of Directors

Specific Responsibilities:

- Manage and supervise Chapter financial efforts, in collaboration with the chapter administrator, including:
 - Business Development – Sponsorships (cash and in-kind), Advertising
 - Investments & Reserves -CDs, Mutual funds, Prudent reserve
- Maintain proper accounting procedure for the receipt and handling of funds, maintenance of financial records, and approving all authorized invoices and check requests
- Ensure safekeeping of Chapter funds in such banks, trust companies, and/or investments as approved by the Board of Directors

- Prepare annual operating budget with input from relevant departments and ensure compliance once approved by the Board
- Ensure Chapter is incorporated according to Chapter minimum bylaws
- Review Chapter tax reports as required and ensure compliance with all governmental tax regulations and file (in conjunction with Chapter Administrator)
- Review Budget monthly for errors/updates for approval from Board of Directors
- Sign check requests and send approval to Chapter Administrator
- Review budget at monthly meeting
- Plan and execute annual retreat, to take place before officially taking office (typically April or May)
- Communicate and advise on strategic issues relating to finance to Board of Directors
- Ensure Chapter adherence to all MPI Standards

Time Commitment:

- Attendance at Board Meetings (in person and / or virtual)
- Attendance at a minimum of 4 official Chapter activities and functions, per year
- Attendance at Board Transition and Board Orientation Meetings, per year if applicable
- Attendance at 2 Board Retreats – up to 3 days total, per year
- Attendance at the Chapter Business Summit, in conjunction with WEC if applicable
- Attendance at Committee Activities as necessary – estimated 4 hours / month